



UNIVERSITY COLLEGE OF EDUCATION, WINNEBA

STATUTES

MARCH 1994



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In exercise of the Powers conferred on the University College Council under Section 4(1) of the University College of Education , Law, P. N. D. C. Law322 (1993), these Statutes are made this.... 24th ...day of March, 1994.

Statute 1: Definition of Terms

In these statutes unless the context otherwise requires – the Law means University College of Education of Winneba, PNDCL 322. ‘Operative Date’ means the day on which the statutes enacted by the Council shall be brought into effect by the Council.

Council, means the Council of the University College established by the Law.

‘Academic Board’ means the Academic Board of the University College, “Academic member” means a Senior Member holding a full-time teaching and/or research appointment in the University College, the University Librarian, the Deputy Librarian and such other persons as may be declared by Council on the recommendation of the Academic Board to be an Academic member;

‘Professorial status’ shall attach to the post of full Professor and Associate Professor, and all other posts so designated by Council on the recommendation of the Academic Board;

‘Senior Member’ means any member of the Academic, professional or administrative staff, who by appointment, becomes a member of convocation or who would become such a member if he were of not less than two years standing from his first degree or equivalent professional qualifications;

‘Junior Staff’ means those persons in the employ of the University College of rank below that of an Administrative Assistant or its equivalent’

‘Division’ means a Division of the University College;

‘He’ refers equally to female persons.

‘Junior Member, means any person registered for a course of instruction or research in the University College not being in the employ of the University College;

‘Senior Staff’ means those persons in the employ of the University College of a rank not lower than that of an Administrative Assistant or its equivalent.

‘Staff’ means persons other than Senior members in the employ of the University College;

‘University College’ means the University College of Education of Winneba, established under PNDC Law 322.

Statute 2: College Property

All property, real and personal, of every description now or hereafter belonging to the University College, shall remain and be vested in the University College, and all trusts for, or to be executed by, the University College and under any former constituent names of description ensure for the benefit of the University College, or in accordance with provisions of these statutes executed by the University College.

Statute 3: The Chancellor

The Chancellor shall take precedence over all other members of the University College. He shall preside over any ceremony of the University College at which he is present and may also preside over any other meetings of the University College at which he is present. He shall be furnished with copies of minutes of Council and the Academic Board in addition to other publications of the University College.

Statute 4: Chairman of Council

There shall be a Chairman of Council who shall be appointed in the manner prescribed in the Law. The tenure of office shall be as provided in the Law.

The Chairman shall be furnished with copies of minutes of the Academic Board in addition to other publications of the University College. He may resign office by letter addressed to the Principal. In the absence of the Chairman of Council from any meeting of Council, Council shall elect from among its members a chairman who is a non-University College member to preside over the meeting.

Statute 5: The Principal

- (i). There shall be a Principal of the University College of Education to be appointed in the manner provided by the Law to serve as the academic and administrative head and chief disciplinary officer of the University College. The Principal shall by virtue of his office be a member of the Council as provided by the Law and also

convocation, the Academic Board and of every Committee of these bodies.

- (ii). The principal shall be the Chief administrative officer of the University College and shall be responsible in accordance with the statutes and with the decisions of the Council and the Academic Board for organizing and conducting the financial and administrative business of the University College. He shall have overall authority over the financial and administrative staff and shall submit annually through the Academic Board to the Council a statement of the Staff which in his opinion is necessary for the transaction of College business together with an estimate of the expenditure required for the maintenance of such staff.
- (iii). It shall be the right and duty of the Principal to advise the Council and Academic Board on all matters affecting policy, finance, government and administration of the University College and for this purpose he shall have unrestricted rights of attendance and speech at all meetings of the Council and of all University College bodies whether executive or advisory, which are charged with the consideration of such matters.
- (iv). The Principal subject to the approval of the Council shall have the power to delegate any of the functions assigned him by these statutes to Senior Members of the University College as shall seem to him appropriate.
- (v). The Principal may appoint all employees of the University College other than Senior Members in accordance with procedures and terms laid down by Council.
- (vi). The Principal may resign his office by letter addressed to the Minister of Education through the Chairman of Council.
- (vii). During a vacancy in the office of the Principal through resignation or death, or any cause which incapacitates him in the performance of his functions and duties for nine consecutive months, Council shall set in motion the process for identification and appointment of a new Principal; in any such event the Vice-Principal shall act as Principal until a new Principal is appointed.

Statute 6: Vice Principal

- (i). There shall be a Vice –Principal exercising the powers as specified in the Law and such other as may be delegated to him by the Principal.
- (ii). The Principal shall propose to Convocation the names of three persons of Professorial status to be voted on by Convocation. The names of the two persons with the highest number of votes shall then be submitted to Council which shall appoint one as Vice-Principal or where there are no persons of professorial status three deans shall be proposed.
- (iii). The Vice-Principal shall vacate his post of Dean or Head of Department by reason of his appointment as Vice-Principal.
- (iv). In the event of a temporary absence of both the Principal or Vice-Principal, from campus or during a vacancy in both offices, the most Senior Dean shall act until Council is able to make a formal appointment.
- (v). The Vice-Principal shall hold office for two academic years and shall be eligible for re-election for appointment for a further period of two years.
- (vi). The Vice-Principal may resign his office by writing to the Chairman of Council.

Statute 7: Registrar of University College

- (i). There shall be a Registrar of the University College who shall be appointed by the University College Council and shall act as adviser to the Principal in the discharge of his duties.
- (ii). In addition to the functions specified in the Law, the Registrar shall be responsible for providing secretarial service for all Boards and Committees of Council and the Academic Board and its Sub-committees. He shall be a non-voting member of the Academic Board.
- (iii). The Registrar shall be responsible for the Custody of the University College Seal and for fixing it to documents in accordance with the directions of Council, or Academic Board in the exercise of their respective powers under the Law and under these statutes.
- (iv). Where a vacancy occurs in the office of the Registrar, a Search Committee shall be constituted by Council as follows:
 - a. Chairman to be appointed by Council not necessarily from its membership;
 - b. Two members of Council appointed by Council;

- c. Two members of the Academic Board who shall be of professorial status. Where there are no persons of professorial status two Deans shall be appointed.

The Search Committee after making such enquires as it thinks fit shall recommend two or more candidates for appointment.

Statute 8: Other Officers

Council may, on the recommendation of the Academic Board, establish such other offices as it considers necessary and appoint officers as it considers fit to occupy them with duties and remuneration and upon terms and conditions as Council shall determine, except that no appointment of a Senior Member of the University College shall be made by Council except upon the recommendation of the Appointments and Promotions Board.

Statute 9: External Auditors of the University College

- (i). Subject to the approval of the Auditor-General, Council may appoint External Auditors to audit the accounts of the University College. No person shall be appointed as an external Auditor who is or whose partner is a member of Council, a Senior Member or an employee of the University College.
- (ii). The External Auditors shall hold office on such terms and shall receive such remuneration as may be determined by the Council in consultation with the Auditor-General.
- (iii). The External Auditors shall have right of access to books, accounts and relevant records of the University College and shall be entitled to such information and explanation as may be necessary for the proper discharge of their responsibilities.
- (iv). The External Auditors shall report to Council once in each year on the accounts of the University College.
- (v). The External Auditors may resign their appointment by letter addressed to the secretary of Council.

Statute 10: Past Students of the University College

- (i). There shall be an Alumni Association of the University College representing the body of past students of the University College.
- (ii). Any past student of the University College of Education or the former constituent Colleges shall be eligible for membership of the Association on fulfilling the conditions of membership prescribed by the Association.

- (iii). The Association shall have power to make its own constitution.

Statute 11: Meetings of the University College Council

- (i). In addition to the provisions of the Law Section 7(1), notice of any meeting of Council and the business to be transacted shall be given in writing to each member of Council by the Registrar not later than ten days before the date fixed for the meeting.
- (ii). Notices and documents required for the purpose of the Act and these statutes and the Law may be given or sent personally or posted. Where a notice for a document is sent by registered post, its service shall be deemed to have been properly effected at the time when such document would in the ordinary course be delivered.

Statute 12: Powers and Functions of Council

- (i). Without prejudice to the generality of the powers of Council as provided by the Law and these statutes, the powers and functions of the Council shall include the following:
 - a. To sell, buy, exchange and lease and accept leases of property;
 - b. To borrow money on behalf of the University College on security of the property of the University College or otherwise.
 - c. Generally, to enter into, carry out vary and cancel contracts;
 - d. To control the finances of the University College and to finally determine any question on finance arising out of the administration of the University College or the execution of its policy or in the execution of any trust by the University College and
 - e. To be responsible for all measures necessary or desirable for the conservation or augmentation of the resources of the University College and may, for this purpose, specify any matter affecting the income or expenditure of the University College in respect of which the consent of Council shall be obtained before action is taken or liability incurred.
- (ii). Council shall determine the allocation of all recurrent funds at the disposal of the University College.
- (iii). Council shall determine annually the expenditure necessary for the development of the University College.

- (iv). Council shall prescribe the manner and form in which units of the University College shall submit accounts or estimates of income and expenditure.
- (v). Council shall have power, on the recommendation of the Academic Board, to confer the title of Emeritus Professor, Honorary Professor or Honorary Lecturer or other Academic titles.
- (vi). The Council may ensure that planning unit which is established work closely with the Planning Budgeting Monitoring and Evaluation of the Ministry of Education on policies relating to norms covering student and staff numbers and funding levels.

Statute 13: Finance Committee

- (i). There shall be a Finance Committee which shall have power to –
 - a. Invest and otherwise manage the University College funds;
 - b. Incur or authorize persons or bodies to incur expenditure from University College Funds, including any income accruing to any section of the University College.
 - c. Control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may think fit.
 - d. Approve annual estimates for transmission to Government on behalf of Council.
 - e. Prepare the annual accounts of the University College for approval by Council;
 - f. Perform all the functions assigned to it in the University College’s financial and stores regulations;
 - g. Carry out any other functions delegated to it by Council.
- (ii). The composition of the Finance committee shall be as specified in schedule A of these statutes
- (iii). The term of office of all elected or appointed members of the finance Committee (other than ex-officio members), shall be two years subject to re-appointment or re-election.
- (iv). The committee may appoint such sub-committees as it considers necessary.

Statute 14: The Development Committee

- (i). Council shall appoint a Development Committee which subject to the general policy, control and guidance of Council, shall be responsible for all matters concerning the acquisition, development, maintenance and disposal of land, buildings, and property that fall within the functions of the Council.
- (ii). Without prejudice to the generality of these powers, the committee shall within the financial resources made available to it by the Finance Committee have power.
 - a. To determine building programmes and approve plans for the physical development of the University College;
 - b. To appoint such architects, Consultants and other professional persons as in its view are required for the best implementation of the plans;
 - c. To decide on contracts for site and building development where appropriate;
 - d. To control all design matters; and
 - e. To take all such steps as it thinks fit for the development, care and maintenance of the property of the University College.
- (iii). The composition of the Development Committee is as shown in schedule A to these statutes.

Statute 15: The Tender Board

- (i). There shall be a University College Tender Board which shall be a sub-committee of Council. It shall consider contract awards and report to the Council.
- (ii). The composition of the Tender Board is as shown in Schedule A to these statutes.

Statute 16: Appointments and Promotions Board

- (i). There shall be Appointments and Promotions Boards for the engagement of the services of persons as officers or members of the academic, administrative and other staff of the University College. Subject to general policy, control and guidance of Council, the Appointments and Promotions Board shall:
 - a. Recommend to Council for appointments to professorial and equivalent grades. It shall also engage and promote on behalf of Council other academic staff.

- b. Engage or promote non-teaching Senior Members and other staff of the University College and report to Council.
- (ii). An outgoing Head of Department shall not participate in the selection of his successor except where the Appointments and Promotions Board otherwise decides.
- (iii). No person shall participate in the appointment to a post higher than that of his own-substantive rank.
- (iv). Where the substantive rank of the Dean is lower than that of the post being considered he shall be represented by a Professor in a Division chosen by the Principal. (Substantive rank means full Professor, Associate Professor, Senior Lecturer, Lecturer or their equivalent).
- (v). In the case of non-teaching departments where the substantive rank of the Head is lower than that of the post being considered, the Acting Head shall be represented by the Head of a similar or cognate Department within or outside the University College.
- (vi). In consultation with the Dean and Head of Department, the Principal may:
 - a. In urgent cases, approve a temporary appointment for a period of up to one year while an application for a regular appointment is being processed.
 - b. Approve a short term appointment for a period of less than one year for an applicant who does not propose to take up a regular appointment; the designation “Visiting Scholar” shall apply; and the appointment shall be reported to the Appointments and Promotions Board at its next regular meeting.

Statute 17: Academic Board

- (i). There shall be an Academic Board of the University College as prescribed by the Law.

Statute 14: Composition of the Academic Board

The Academic Board shall consist of:

- (i). The Principal
- (ii). The Vice-Principal
- (iii). Directors, Deans of Divisions/Dean of Students Affairs
- (iv). Heads of Academic Departments, Schools, Institutes and Centers
- (v). Professors and Associate Professors
- (vi). The Librarian

- (vii). University College members of the Council who are not already members of the Academic Board in any other capacity.
- (viii). One member not below the rank of lecturer elected from each Division by the Senior Members of that division.
- (ix). Senior Wardens
- (x). The Registrar (Non-voting member) – Secretary

Statute 19: Powers and functions of the Academic Board

Without prejudice to the generality of the powers of the Academic Board prescribed by the Law and these statutes, the powers and function of the Academic Board shall be as follows:

- (i). To formulate and carry out the Academic policy of the University College and, generally to regulate and approve the programme of instructions and examinations in the University College;
- (ii). To promote research within the University College and request, every year, reports from Divisions, Departments, Schools, Institutes and Centres on research being done;
- (iii). To make regulations for the admission of students to the University College;
- (iv). To make arrangements for the conduct of examinations and determine dates for holding them;
- (v). To receive reports on the conduct of examinations for the year and comments on them from Departmental Boards, and to make observations and recommendations on University College examinations as it considers fit;
- (vi). To appoint Internal and External Examiners on the recommendations of Divisional Boards and Schools concerned and to determine the terms and conditions of the appointment.
- (vii). To suspend or remove Examiners for negligence or other sufficient cause during their terms of office and in the case of death, illness or resignation of the Examiner or in the case of his suspension or removal, to appoint a substitute;
- (viii). To make regulations after receiving reports or proposals from Divisional Boards relating to courses of study, degrees and other academic distinctions,
- (ix). To recommend for the award of Degrees, Diplomas, Certificates and other academic distinctions to persons who have pursued in the University College a course of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners;

- (x). To make recommendations for the institution, combination, abolition, changes of scope or division of any Institute, School, Centre or Department;
- (xi). To recommend to Council the affiliation of other institutions to the University College on such terms and conditions as it may think appropriate;
- (xii). To determine, subject to any condition made by its donors which are accepted by Council, and after report from Divisional Boards or Schools concerned, the mode and conditions of competition for Fellowships, Scholarships, Exhibitions, Bursaries, medals and other prizes, and to examine for the award of these or to delegate to the Divisions, Departments, Schools or Committees set up for that purpose by the Academic Board to Examine for and award them;
- (xiii). To review annually upon any enquiries which it may think fit to make, the academic organization and development of the University College with special reference to the effectiveness of the University College's work in relation to the provision of a University education responsive to the social, administrative, scientific, agricultural and technological needs of Ghana, and arising from such review, to report to Council, and if it so wishes, to make recommendations to Council for the institution of Schools, Institutes, Departments or other academic sections, for the establishment of additional academic posts for any other new development;
- (xiv). To regulate all matters relating to content and methods of teaching and of assessment by examination otherwise for the award of Degrees, Diplomas and other academic distinctions;
- (xv). To determine and control the terms and conditions of research or other activities conducted in the University College, for which payments are made by outside bodies;
- (xvi). To make regulations for the discipline of the Junior members of the University College;
- (xvii). To refer proposals on any matter to Convocation for consideration;
- (xviii). To exercise all such powers as are or may be conferred on the Academic Board by any amendment to the law or these statutes.
- (xix). To regulate the relationships between the University College and associated institutions especially Institute For Educational Planning and Administration, University of Cape Coast, the National Teachers Council, Board of Accreditation, National Board for Technical and Professional Examinations.

Statute 20: Meetings of the Academic Board

- (i). The Principal shall convene a meeting of the Academic Board at least twice in each semester. Emergency meetings may be convened by the Principal at any time upon giving all members of the Academic Board three days written notice, if possible.
- (ii). A special meeting of the Academic Board shall be convened on a written request of at least six members of the Academic Board, submitted to the Principal with a statement of the matters to be discussed at such a special meeting. In the event of such a request, the Principal shall convene a special meeting within seven days of receipt of the request specifying in the notice of such meeting the matters to be considered.
- (iii). The quorum for the transaction of business of the Academic Board shall be not less than half of the total membership of the Board including the Chairman.

Statute 21: Statutory Committees of the Academic Board

- (i). Subject to the approval of Council there shall be such statutory Committees of the Academic Board as the Academic Board may from time to time determine.
- (ii). The Committees of the Academic Board, their membership and functions shall be in accordance with schedule B to these statutes.
- (iii). The terms of all elected members of Committees and Boards shall be two years, the period to terminate at the end of an academic year. Elections shall be held as near as can be to the beginning of the Second Semester of the Academic year preceding that in which the appointee or person elected is to begin his term.

Statute 22: Structure of Divisions, Departments and Units.

The internal organization of the University College into Divisions shall be in accordance with the schedules to these statutes.

- (i). Each Division shall have a Dean elected in accordance with the schedules to these Statutes by the Divisional Board from among members of the Division who are Heads of Department.
- (ii). If the Divisional Dean so elected is of professorial status, he shall hold office for three academic years; If he is not of professorial status he shall hold office for two years.

- (iii). Where a Division has been unable to elect a Dean in accordance with the Schedules to these Statutes the Principal shall appoint a suitable person in the Division to be the Dean of the Division for the Academic year.
- (iv). The appointment/election of a Dean of Division shall be subject to the approval of Council. If the elected Dean is a Head of Department, he shall vacate his headship.

Statute 23: Dean

The Dean of Division shall be responsible for providing leadership to the Divisional Board in the exercise of its powers specified in these statutes.

- (i). The Dean shall be the Chairman of the Divisional Board and Head of the Division.
- (ii). He shall in consultation with the Head of Departments, have the responsibility, for the training of its students; the Division's own graduates and lecturers on study leave.
- (iii). He shall liaise with professional institutions, associations and similar bodies, and organize consultative committees comprising divisional members and experts in the various professional fields within the Division.
- (iv). He shall liaise with other Divisions and cooperate in the organization of common courses.
- (v). He shall co-ordinate the work of the Departments within the Division.
- (vi). He shall consult with and be assisted by the Heads of Departments in the execution of his duties.
- (vii). Council may, acting on the advice of the Academic Board, withdraw its approval of the appointment of a Dean for good cause, such as abuse of office or for any action which seeks to bring that office into disrepute.

Statute 24: Divisional Boards

- (i). There shall be in each Division a Board whose members shall include the Dean of the Division as chairman, all Heads/Acting Heads of Departments and Professors and Associate Professors within the Division, at least one other member of each Department elected by the members of the Department, one representative from the cognate Division in accordance with the Schedules to these Statutes, subject to the approval of the Academic Board. The Secretary to Council or his representative shall be the Secretary of the Divisional Board.

- (ii). The terms of office of each member of the Divisional Board, except those serving ex-officio offices, shall be two years and may be extended by re-election.
- (iii). Each Divisional Board shall meet at least once a month during a semester. Emergency meetings of the Board may be called by the Dean provided three days notice, where possible is given to every member of the Board. Special meetings shall be called on the written request of at least half of the members of the Board submitted to the Dean with a statement to be considered. The Dean shall convene a special meeting of the Board within seven days of the receipt of the request.
- (iv). In the absence of the Dean, or the Vice-Dean the Board shall elect one of its members to chair meetings.
- (v). The quorum for a meeting of a Divisional Board shall be fifty percent of the total membership.

Statute 25: Powers and Functions of Divisional Boards

Subjects to the Act, statutes and resolutions of the Academic Board the powers and functions of each Divisional Board shall include the following:

- (i). To determine all matters relating to teaching and research in the subjects of the Division.
- (ii). To determine, subject to the approval of the Academic Board, the schemes of instruction and the regulations and syllabuses for examinations in the subjects of the Division.
- (iii). To determine all matters relating to the progress of students following schemes of instruction, study and research within the Division, and to keep appropriate records of them.
- (iv). To ensure the provision of adequate instruction and facilities for research in the subjects assigned to the Division and to co-ordinate the teaching and research programmes of the Departments of the Division.
- (v). To conduct examinations;
- (vi). To recommend to the Academic Board Internal Examiners for appointment;
- (vii). To make recommendations to the Academic Board for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates, Fellowships, Studentship, Scholarships, prizes and other academic distinctions within the Division.
- (viii). To submit proposals to the Academic Board for Academic Development within the Division.
- (ix). To discuss any matter relating to the work of the Division and express an opinion if it so desires, to the Academic Board.

- (x). To deal with and, if requested, to report on any matter referred to it by the Academic Board.
- (xi). To appoint such sub-committees as it may consider necessary in the discharge of its functions; and
- (xii). To appoint examiners of the Divisional Board to constitute the Board of Examiners of the Division.

Statute 26: Head of Departments

(a)

- (i). Each Department shall have an appointed Head of Department. Such appointment shall be made by the Principal on the recommendation of the Dean who shall consult the members of the Department.
- (ii). A Head of Department of professorial status shall hold office for three years at a time. If the Head of Department is not of professorial status he shall hold office as Acting Head for one year at a time.
- (iii). The Head of Department shall be eligible for re-appointment for a maximum of six years in the case of professors and four years in the case of acting head.
- (iv). It shall be the responsibility of the Head of Department, with the approval of the Divisional Board, to organize teaching programmes, to maintain acceptable standards of teaching, and to ensure that facilities are available for research in their respective disciplines.
- (v). He shall, in consultation with members of the department, be responsible for recommending to the Divisional Board the development of syllabuses and courses as well as promotion of research in the department.
- (vi). He shall have direct responsibility for departmental administration, recommendations for the appointment and the promotion of staff, and subject to these statutes for maintenance of disciplines.
- (vii). He shall liaise with other Departments, Professional Institutions, Associations and similar bodies on matters affecting his department.
- (viii). He shall consult with the Dean in all matters affecting his department and the Division.

(b) Each Department shall have a Departmental Board comprising all Senior Members, meetings of which shall be convened at least twice every Semester:

- (i). To consider general organization and regulation of courses and research.
- (ii). To co-operate with the Divisional Board in all matters affecting the Department and Division.
- (iii). The quorum for the transaction of any business of the Departmental Board shall not be less than half of the total number of resident members.

Statute 27: Convocation

- (i). There shall be a Convocation of the University College the composition of which are shown in schedule D to these statutes. Convocation shall elect its own Chairman.
- (ii). A register containing the names of all persons who are members of Convocation as prescribed above shall be kept by the Registrar of the University College and the Registrar shall give prescriptive evidence that a person whose name appears in it is a member of Convocation, and is entitled to vote at Convocation, unless he is not qualified by reason of clause (1) of this statute.
- (iii). Convocation shall meet in regular sessions at least twice a year and at such times as the Chairman shall determine. At one of the meetings, Convocation shall receive a report from the Principal on the state of the University College and plans for its future.
- (iv). Upon the request in writing of not less than twenty members of Convocation stating the purpose for which the meeting is to be called, the Chairman shall within seven days summon an extraordinary meeting of Convocation and the notice summoning the meeting shall specify the business to be considered.
- (v). Copies of Minutes of Convocation shall be deposited in the University College Library and in the offices of Deans of Divisions for reference by interested members of Convocation.
- (vi). Convocation as constituted in Clause (1) of this statute shall perform the following functions-
 - a. Appoint scrutineers for any statutory elections.
 - b. Express its opinion on any matters affecting the University and petition the Council and or the Academic Board to reconsider any matter that in its opinion affects the welfare of the University College.
 - c. Receive an Annual Report from the Principal on the working of the University College.
- (vii). Decision of Convocation shall be arrived at by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be secret ballot.

Statute 28: Congregation

There shall be congregation of the University College which shall be composed of:

- (i). Members of Council
- (ii). All graduands of the University College
- (iii). Members of Convocation

The Congregation shall be summoned by the Chairman of Council for the purpose of awarding degrees, diplomas and certificates.

Statute 29: Discipline in the University College

- (i). The Principal shall be responsible for discipline within the University College and in this connection shall act in accordance with rules formulated by the Council.
- (ii). The Principal may delegate any part of his authority in respect of discipline as shall seem to him appropriate.
- (iii). The following are the penalties that may be imposed for breaches of discipline:
 - a. Dismissal
 - b. Termination of Appointment
 - c. Suspension for stated period with or without pay.
 - d. Reduction in rank or grade
 - e. Deferment of Increment, i.e.a postponement of date on which the next increment is due, with corresponding postponement in subsequent years.
 - f. Stoppage of increment, i.e. non-payment for a specific period an increment otherwise due.
 - g. Forfeiture of pay for stated period.
 - h. Withholding an increment
 - i. Reprimand
 - j. Warning
- (iv). For the purpose of these statutes, penalties a – h shall be treated as major penalties which shall be imposed only by the Principal in consultation with Council. This applies only in the case of Senior Members. For non-Senior Members the Principal shall be responsible for administering both major and minor penalties.
- (v). Any person affected by any decisions of the Principal or the person or body to whom he has delegated authority shall have the right of appeal as prescribed by the rules.

Statute 30: Terms of appointment of Senior Members

- (i). Each Senior Member shall conform to such rules and regulations as have been or shall be given and adopted by the Academic Board and approved by Council or the Divisional Board as the case may be, as to his duties, the number of courses and lectures to be delivered and the periods at which such courses shall begin over which they shall extend. Each Senior Member shall give to the Work of the Department to which he is attached and to its extension and development and to the general interests of the University College such time and labour as shall be considered sufficient by the Principal or the Head of Department, and he shall not undertake to continue in other work or occupation of any kind which may in the opinion of the Principal or the Head of his Department interfere with the proper performance of his duties or be detrimental to the interest of the University College.
- (ii). The emolument on which any Senior Member is appointed includes the remuneration and payments for all services and duties performed or rendered within or on behalf of the University College by the Senior Member. However, any additional recommendation may be determined and approved by Council from time to time.
- (iii). A Senior Member wishing to have his appointment renewed shall notify the Registrar in writing at least six months before the expiry of his contract.
- (iv). Private work and consultancy services may be carried on provided that:
 - a. Preferably the programmes are integrated into the research and teaching programmes of the various Divisions, and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his official duties;
 - b. The Senior Member has obtained the permission of the Principal through the Head of Department before engaging in private work;
 - c. Where abuses of these facilities are proved, appropriate disciplinary action, including possible withdrawal of the facility, shall be taken by the Principal.

Whether the services referred to in clause (iv) above are undertaken by individuals or groups, the University College will determine and levy a percentage of the total earnings with the approval of Council.

Statute 31: Resignation, Retirement and Termination of appointment of Senior Members

- (i). Except as may be otherwise provided by Council, a Senior Member may resign his appointment and thereby terminate his engagement within the University on giving, in writing under his signature to the Principal at least six calendar months' notice

terminating on the last day of the calendar month but normally such notice shall be given by the end of February.

- (ii). Except as may be otherwise provided in special cases by Council, a Senior Member appointed to a full-time post in the University College on a renewable contract or till retirement shall retire from his appointment and all other offices held by him in the University College by virtue of his appointment at the end of the academic year following the date on which he attains the retiring age specified by the University College.
- (iii). Council may terminate the appointment of any Senior Member of the University by giving notice of termination of the appointment the length of which shall not be less than the minimum period by which the person is required by his contract with the University College to give the notice of resignation, except that the person concerned shall, before the termination of his appointment becomes effective have the right to appeal to Council within one month of receipt of the notice.
- (iv). Where a person appeals against a notice of termination of his appointment, Council shall consider the appeal at least two months before the date on which the termination is due to take effect, and Council's decision shall be final.

Statute 32: Students Representative Council

- (i). In pursuance of Section 22 of the Law, there shall be a Student's Representative Council (SRC) elected by and representing the Junior Members of the University College. The Membership of the SRC is as set out in these statutes.
- (ii). The SRC shall be the official organ of the Junior Members of this University College and shall be responsible for:
 - a. Promoting general welfare and interests of students, co-ordinating the social, cultural, intellectual and recreational activities of the students in the University College;
 - b. The presentation of the views of the students of the University College to the appropriate body or bodies depending upon the nature of the matter. The SRC shall have the right to appeal to the Academic Board and ultimately to Council whose decision shall be final;
 - c. Establishing links and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana;
 - d. The nomination of students representatives to serve on appropriate University bodies, Committees and Ad Hoc Committees to probe or manage the affairs of the students of the University. Any student is eligible to serve on any of the Committees;

- e. Promoting cordial relationship among all sections of the University College community and maintaining good relationship with past students of the University College; and
- f. Publishing a record of student activities
- (iii). The membership of the SRC shall consist of the President, Secretary, Treasurer, General Secretary of the Sports Union; and Hall Representatives.
- (iv). Quorum – fifty percent of the membership including the President or the Secretary

Statute 33: Regulations

- (i). The Academic Board and Convocation respectively may make their regulations for their own procedures and for the exercise of their respective powers under the law and/or these statutes, subject to the approval of the Council;
- (ii). The Academic Board and Convocation shall not make or ratify any regulation altering, revoking or adding to the regulations for the time being except at an ordinary meeting of the Academic Board or Convocation and provided that notice of the proposed regulations has been given on the agenda of such meeting.
- (iii). Each Committee and each Board of Division may from time to time, subject in each case to review by the Academic Board as the case may be, make regulations for its own procedures and for the exercise of the powers by these statutes assigned to it or delegated to it by or under any regulation of the Academic Board.
- (iv). The Council, the Academic Board and Convocation respectively shall, in approving, ratifying, making, altering or revoking regulations, observe the following conditions;
 - a. No regulation shall be repugnant to the law or the statutes of the University College currently in force.
 - b. No person shall be awarded a degree, without appropriate examination or other assessment as laid down in the prescribed regulation.
- (v). If any doubt shall arise as to the validity of any regulation made by the Academic Board, Convocation, any Committee or Board, the matter shall be referred to the College Council, and the decision thereon shall be final.

Statute 34: Appointments by the Principal

- (i). The Principal shall appoint all employees of the University College other than Senior Members.
- (ii). Notwithstanding anything to the contrary in the foregoing paragraph, the Principal may delegate to the Registrar/Administration or to any other officer of the University College or any Board the power to make appointments.

- (iii). The conditions of service of the employees of the University College referred to in the foregoing two paragraphs (i) and (ii) of this statute shall be determined by the Council.

Statute 35: Examinations

- (i). The Academic Board shall prescribe the University College entry requirements and the regulations governing preliminary examinations for degrees and/or diplomas:
- (ii). The Academic Board may, if it thinks fit, approve of the examinations for any degree or part thereof and for other purposes, courses of instruction and syllabuses submitted by any Divisional or Departmental Board, of the University College.
- (iii). Board of Examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendation of the respective Divisional Boards.
- (iv). The Dean shall be chairman of boards of examiners of each Division.

Statute 36: Dean of Students Affair

There shall be appointed a Dean of Students Affairs. He shall have responsibility for all students' non-academic and welfare matters. He shall foster the development of the appropriate culture and ethics among students. He shall also have responsibility for career development and placement of students. He shall have special responsibility for the welfare of all students, resident, non-resident and foreign.

Statute 37: Amendment of Statutes

- (i). The Academic Board may recommend to the University College Council any amendments of the Statutes.
- (ii). Any proposal for amendments to the Statutes shall be by the Board at a special meeting to be convened at the instance of the Principal or one third of the total number of members of the Board.
- (iii). The quorum for the transaction of any business of the aforementioned special meeting shall be two-thirds of the total number of the members of the Board.
- (iv). No amendment shall be valid unless adopted by an affirmative vote of two-thirds of the total membership of the Board present and voting.
- (v). Prior to the date of the meeting each member shall be given seven clear days' notice clearly setting out the specific subject matter of the proposed amendments and the particular feature of the statute to which they relate.

Statute 38: Amendment of Schedules

- (i). The Academic Board may recommend to the University College Council to amend any schedules to the Statutes.

Statute 39: Miscellaneous Provisions

- (i). Unless otherwise provided by these statutes or regulations adopted pursuant thereto or the schedules appended hereto, the quorum for the transaction of business of any college body shall be not less than one-half of the total membership, or if such half is not a whole number, then the next higher whole number. If any Committee cannot raise a quorum for two successive meetings, the chairman shall approach the Executive Committee of the Academic Board for a variation in quorum.
- (ii). No decision reached at a meeting of any University College statutory body shall be valid unless it is taken in the presence of the prescribed quorum. If there is an equality of votes in respect of any decision reached at any meeting of any University College statutory body, the Chairman of the meeting shall have, in addition to his original vote, a casting vote.
- (iii). Subject to such regulations as may be made under these statutes, any questions as to the procedure to be observed in respect of any matter arising at a meeting of any University College statutory body shall be determined by the chairman of such meeting.

SCHEDULE A

STATUTORY COMMITTEES OF COUNCIL

1. Finance Committee

Membership	Chairman of Council, Chairman Principal, Vice Principal, Three members of the Council not being in the employment of the University College appointed by Council, Two members of the Academic Board elected by that body Deans of Divisions, Dean of Students Affairs, Director, IEDE.
In Attendance:	Registrar – Secretary Finance Officer
Quorum:	Seven, including either the Chairman Of Council or the Principal or Vice Principal.

2. Development Committee

Membership:	Principal – Chairman, Vice Principal Three persons appointed by Council from among those members of Council who are not in the employ of the University College; Deans of Divisions or their representatives; Dean of Students Affairs and two persons elected by the Academic Board from that body.
In Attendance:	Registrar, Director of Development Finance Officer.
Quorum:	Five, including either the Principal or the Vice Principal.

3. Estate Management Committee

- Membership:** Chairman appointed by the Development Committee;
- Five members elected by the Academic Board; Dean of Students Affairs, Estate Officer.
- In Attendance:** Curator, Grounds & Gardens, Finance Officer and Works/Maintenance Engineer.
- Functions:** To be responsible for the efficient running of the Estate (including buildings and grounds of the University) and carry out other functions delegated to it by the Development Committee.
- Quorum:** Four, including at least one Academic Board Member.

4. Tender Board

- Membership:** Principal – Chairman, Vice Principal, Two members representing the Council; Director of Development; Engineer – in – chief, PWD or his representative; A representative of the Ministry of Finance and Economic Planning.
- In Attendance:** The Registrar
- Quorum:** Four, including the Principal and the Engineer – in – Chief, PWD or his representative.

5. Appointments and Promotions Board

1. There shall be one Appointments and Promotions Board for all categories of Senior Members.
2. The Appointments and Promotions Board for Senior Members shall consist of the following:
 - i. The Principal – Chairman;
 - ii. The Vice – Principal
 - iii. Two full Professors elected by the Academic Board, one to represent the Humanities and the other to represent the Sciences (Alternatives for each of the two shall also be elected);
 - iv. The Dean of the Division in which the appointment is being made,
 - v. One other Dean as appropriate, out of
 - a. Deans of the Divisions of Languages Education, Education Studies, Specialized Professional Studies in Education, General Cultural and Social Studies Education.

- b. Applied Arts and Technology Education and Science Education
 - vi. The Head of Department in which the appointment is being made;
 - vii. The Head of a cognate Department as defined by the Academic Board.
- 3. Where the status of either the Dean of the Division or the Head of Department is below the rank of the position being considered, another person of professorial status may be co-opted to the Board.
- 4. Persons from outside the University College may be co-opted as appropriate.
- 5. The quorum shall be five and no business shall be conducted in the absence of
 - i. The principal or Vice Principal
 - ii. One elected professorial member
 - iii. The Dean of the Division (except as provided for in sub-regulation (3))
 - iv. The Head of Department (except as provided for in sub-regulation (3)).
- 6. The Principal shall be present for all appointments or promotions to Associate Professor or Professor and equivalent grades.
- 7. The Board shall review applications received in the light of the following:
 - i. Applicant's formal qualifications
 - ii. Applicant's experience
 - iii. Applicant's age
 - iv. Status of contract (short-term, long-term, post-retirement, etc.)
 - v. Recommendations of the Division/Registry
 - vi. Appointments Committee
 - vii. Reports (s) of External Assessors
 - viii. Board's knowledge about candidate.
- 8. Appointment/Promotion shall be made to a named department or departments in a named discipline/profession and in the broad subject area rather than to sub-area of specialization.
- 9. Proceedings of the Appointments and Promotions Board shall be kept in the form of
 - i. Minutes on general policy matters; and
 - ii. Minutes of individual appointments.
- 10. All minutes of the Appointments and Promotions Board shall be provided to all members of the Board.
- 11. Minutes on general policy matters shall be Circulated to all Deans/Directors, Heads of Department and other members of the Academic Board.
- 12. Minutes of individual appointments shall be circulated to Heads of Departments and Deans/Directors of the Divisions/Institutes concerned.
- 13. Relevant extracts from the minutes of individual appointments shall be made available only by the Principal to competent authorities if required.
- 14. Except as provided for in 10 – 13 above, all documents in the appointment process and all discussions at the Appointment Board shall be secret and confidential.

15. The Registrar shall communicate the decision of the Appointments and Promotions Board to the applicant within two weeks, and in the case of appointments requiring prior approval by the College Council, within two weeks after such approval.

16. APPEALS

16.1 The Appointments and Promotions Board may, on application, review its own decisions affecting appointment/promotion. For this purpose, as many as possible from the full list of membership of the Appointments and Promotions Board as in 2.(i)-2.(vii) shall be summoned.

16.2 Appeal shall lie from the Appointments and Promotions Board to the University College Council. In considering such appeals, Council may be assisted by an expert appointed by Council.

SCHEDULE B

STANDING COMMITTEES OF THE ACADEMIC BOARD

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
1. Executive	Principal Vice-Principal Deans of Divisions Dean of Students Affairs 5 members elected by the Academic Board from its Membership. Registrar, Secretary	5	To take such actions and make such decisions as may be necessary to implement the general policy established by the Academic Board and to carry out such other functions as may from time to time be delegated to it by the Academic Board.
2. Planning & Development	Principal Vice-Principal 6 members elected by Academic Board representing the various Divisions 2 appointed by the College Council Director of Development Registrar Finance Officer.	7	To administer the finances and property of the College. To prepare for the approval of the Academic Board a yearly statement of the estimates and accounts of the College. To formulate development policy. To supervise the non-recurrent development projects of the College. To advice on and supervise the expenditure of the College's capital and development funds.
3. Housing Committee	Vice-Principal, Chairman of Estate Management Committee, 4 members elected by Academic Board, The Estate Officer.	4	To keep under review the housing accommodations of the College and to determine their adequacy to the needs of staff. To advise the Principal on the establishment and administration of an equitable system for allocating housing units.

4. Health/Sanitary Committee	Chairman elected by Academic Board; Dean of Students Affairs; District Medical Officer or his representative; 2 members from the Academic Board; 1 Audiologist; 2 members of S.R.C 1 member of TEWU 1 member of Senior Staff	5	To keep under review the functioning of the medical service and make recommendations on them to the Academic Board
5. Student-Staff Consultative Committee	Principal/Vice Principal-Chairman Deans of Divisions Dean of Students Affairs The Registrar (Academic) Finance Officer Executive of SRC	9	To keep under review the welfare and proper development of staff and students of the University College. To forge cordial relationship with the various sectors of the University College Community.
			To make proposals in furtherance of the above to the Academic Board.
6. Library Bookshop & Resource Committee	Vice Principal 1 member appointed by each Divisional Board 2 members elected by Finance Committee 1 member elected by Academic Board 2 members of SRC Librarian Bookshop Manager	5	Subject to the directions of the Academic Board to supervise and direct the policy of the Library, Bookshop, Printing facility and formulate policy, administer funds for publications and other matters delegated to it.
7. Research Extension & Staff Development Committee	Principal Vice Principal 1 representative from each Division 2 members elected by	9	To examine and take appropriate action on grants for research, Conferences and Scholarships as may be approved by the Academic Board from time to time

Academic Board
The Dean of each Division

To keep under review the department
and staff development policy.

**8. Appointments &
Promotions
Committee
Junior/Senior Staff**

Vice-Principal
Registrar or his representative,
Finance Officer or his
representative, The Head of
Department concerned or his
representative, One person
appointed by Academic Board
and one external assessor
appointed by the Registrar.

To make recommendations
the appointments and
of Junior and Senior Staff

The quorum is three, including
the Vice-Principal or his
representative, the Head of
Department concerned or his
representative and the External
Assessor.

SCHEDULE C

STRUCTURE OF DIVISIONS AND DEPARTMENTS OF THE UNIVERSITY COLLEGE

DIVISIONS		DEPARTMENTS
1. Division of Educational Studies	1	Department of Educational Foundation
	2	Department of Psychology and Education
	3	Department of Curriculum Studies and Instruction
2. Division of Specialised Professional Studies in Education	1	Department of Special Education
	2	Department of Educational Administration and planning
3. Division of General, Cultural and Social Studies Education	1	Department of General and African Studies
	2	Department of Art Education
	3	Department of Social Studies
	4	Unit for Cultural Studies
4. Division of Languages Education	1	Department of Ghanaian Languages Education
	2	Department of English Education
	3	Department of French Education
5. Division of Science Education	1	Department of Mathematics
	2	Department of Science and Technology Education
	3	Department of Health, Physical Education, Recreation & Sports.

**6. Division of Applied Arts
and Technology Education**

- 1 Department of Agricultural Education
- 2 Department of Business Education
- 3 Department of Home Economics Education
- 4 Department of Technology Education

**7. Institute for Educational
Development & Extension**

This Division will concentrate on the study of the problems and improvement of education of the country.

The outcome of such studies will be disseminated to appropriate bodies to apply for the development of education in the country.

SCHEDULE D

Members of Convocation shall be the following persons holding office in the University College.

1. Chairman elected by Convocation
2. The Principal
3. The Vice-Principal
4. Registrar
5. Deans/Directors of Divisions/Institutes/Schools
6. Dean of Students Affairs
7. Deputy Registrar and Senior Assistant Registrars
8. Librarian and Deputy Librarian
9. Professors, Associate Professors, Senior Lecturers, Lecturers, Research Fellows, Research Associates, Research Officers in charge of Research Units.
10. Assistant Registrars, Assistant Librarians, Accountants, Assistant Lecturers, Demonstrators, Junior Assistant Registrars. Assistant Research Fellows, Assistant Research Associates provided they are of not less than two years standing from their first degree or equivalent professional qualifications.
11. Any other person holding an office in the University College who is approved by the Academic Board for this purpose. Provided that persons in the foregoing categories, other than Heads of Departments, whose appointments are for the year or less, shall not be entitled to vote in any proceedings of Convocation.

SCHEDULE E

PROCEDURE FOR THE ELECTION OF DEANS, VICE-DEANS OF DIVISIONS

1. The Dean shall be elected from among the Heads of Departments by a majority vote of all members of the Divisional Board. The election shall be by secret ballot, and the ballot box shall be placed at the Divisional office for the purpose of voting. The secretary of the Divisional Board shall be the returning officer.
2. In the event of the first two candidates obtaining an equal number of votes, a second ballot shall be held between those two candidates. In the event of their still obtaining an equal number of votes, the candidate who is the more senior in appointment in this University College shall be declared elected.
3. If there is only one candidate, the voting shall be 'yes' or 'no' and he shall not be considered elected Dean, unless there is a majority vote in his favour.
4. If the Dean is absent for a period of more than one academic year, he shall vacate the appointment and a new Dean shall be elected.
5. A Vice-Dean shall be elected annually by the Divisional Board. The Vice-Dean shall act for the Dean during his temporary absence. In the event of a simultaneous absence of the Dean and the Vice-Dean, a Deputy Vice Dean shall similarly act.
6. The Vice-Dean shall be elected from among the members of the Division who are Heads of Departments.
7. There shall be no specific nomination of candidate for any of the above-mentioned posts. All eligible candidates shall be considered nominated unless for good reasons, they decline the nomination.

SCHEDULE F

RULES MADE UNDER STATUTE 29

1. These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff and students of the University College.
2. Any act done without reasonable excuse by a person to whom these rules apply which amounts to a failure to perform in a proper manner any duty imposed on him as such, or which contravenes any regulation, instruction or directive relating to employees and/ or Junior Members of the College, or which is otherwise prejudicial to the efficient functioning of the college, or tends to bring the college into disrepute shall constitute a misconduct, and the setting forth in Rules 3 and 4 or particular types of misconduct shall not be taken to affect the generality of this Rule.
3. It is a misconduct for an employee of the University College:
 - i. To be absent from duty without leave or reasonable excuse;
 - ii. To be insubordinate;
 - iii. To use, without the consent of the appropriate authority any property or facilities of the University college for purposes not connected with the work of the University College and/or not within his scope of responsibilities;
 - iv. To engage in any activity which is likely to bring the University College into disrepute;
 - v. To engage in any gainful occupation outside the University College without the consent of the Principal.
4. It shall be a misconduct for a Junior Member of the University College:
 - i. To be absent from the campus, without permission or reasonable excuse;
 - ii. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
 - iii. To be insubordinate; and
 - iv. To indulge in any anti-social activities while in residence or outside the campus which tend to bring the University College into disrepute.
5. For breaches of any of the provisions of Rules 2, 3 and 4, the penalties, as appropriate, specified in statute 29(c) may be imposed in any disciplinary proceedings.
6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.

7. Wherein the opinion of the principal a major penalty should be imposed in any disciplinary pro-proceedings he shall appoint official(s) within the University College above the rank of the person to be disciplined to conduct an enquiry into the charges and make appropriate recommendations to him;
 - i. In the case of Junior Staff the Principal shall appoint an ad hoc committee on which a representative of the Junior Staff Association shall serve.
 - ii. In the case of Senior Staff he shall appoint an ad hoc committee on which a representative of the Senior Staff Association shall serve; and
 - iii. In the case of Senior Members he shall refer the matter to the Disciplinary Board established under Rule 8, to conduct an enquiry into the charges and make appropriate recommendations to the principal.

8. There shall be established a Disciplinary Board composed of the Vice- Principal as Chairman and four members elected by the convocation, two of who shall be Deans of Divisions and two shall be of the rank of Head of Department. The Senior Assistance Registrar (Administration) shall serve as Secretary to the Board and the quorum for transaction of business shall be three. The Board may, at its discretion, invite any other person to be in attendance.
 - i. In every case where a disciplinary enquiry is to be conducted under Rule7, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he proposes to exculpate himself. He shall also be entitled to be accompanied to the inquiry by a friend and to call witnesses on his behalf and to hear the evidence of any witnesses against him.
 - ii. If no reply is received within the time specified in the notice the Disciplinary Board/ Committee will proceed with its deliberation in his presence or absence.
 - iii. The provisions will apply in every case against any offender whether he is within or outside the country.

9. All members of the University College adversely affected by any decision of the Principal shall be entitled to appeal, within seven days of notification to him of the decision, to the University College Council whose decision shall be final.

In the case of minor penalties as defined by statute²⁹ any aggrieved person adversely affected by a decision may within seven days, appeal to the Principal whose decision shall be final.

10. All major penalties imposed on Junior Members shall be subject to ratification by the Principal.

11. In all disciplinary proceedings which might result in the imposition of major penalties, except in the case of Junior Members the Principal may, on advice or on his own discretion interdict the persons affected until the final determination of the cases against them. During interdiction a person may be paid such salary as the Principal may prescribe, but shall not be less than two-thirds of his gross salary.
12. (i) Notwithstanding the provisions of paragraph 3 of these rules, any members of the staff who absents himself from duty without leave or reasonable cause shall not be entitled to his salary for the period that he stays away from duty. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against him.
- (ii) Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty without leave or reasonable cause for more than 10 consecutive working days, he may be regarded as having resigned from his employment without notice. If his whereabouts are known, he must be informed in writing that his absence from duty has been thus regarded.

SCHEDULE G

PROCEDURE FOR THE APPOINTMENT AND PROMOTION OF SENIOR MEMBERS

1.0. VACANCIES

- 1.1. Vacancies shall be announced by internal and/or external advertisement as appropriate.
- 1.2. Such vacancies may be filled through
 - i. Secondment from other Universities under a scheme of staff exchange;
 - ii. Technical assistance
 - iii. A recommendation by the Principal in consultation with Dean, Director or Head of Department as appropriate; or
 - iv. Application by individuals on their own initiative.

2.0. Appointment by Promotion

- 2.1. Invitation for appointment by promotion shall be announced through the University College publication/magazine at the beginning of the academic year. The notice inviting applications shall be circulated to every Senior Member.
- 2.2. The Dean of the Division/Director of School/Institute/Registrar may invite a candidate to apply for promotion.
- 2.3. Promotion shall normally proceed from one rank to the immediate next rank i.e. from Lecturer to Senior Lecturer to Associate Professor to Professor.
- 2.4. Notwithstanding the normal progression as stated in 2.3 above any member of the University College may apply at any time to be promoted to any rank for which he considers himself qualified.

3.0. Submission of Application

- 3.1. Applications indicating the position sought and the area of discipline concerned shall be submitted to the Dean/Director through the Head of Department with a covering letter copied to the Registrar.
- 3.2. The Dean/Director shall forward to the Registrar one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the applicant.
- 3.3. In the case of any person applying from outside the University College such application shall be sent to the Registrar who shall refer it to the Head of Department to be processed as in 3.1

4.0. Divisional Review

- 4.1. There shall be a Divisional Appointments Committee appointed by the Divisional Board for two years with the Dean as the Chairperson.

- 4.2. The Divisional Appointments Committee shall comprise confirmed staff who have crossed the efficiency bar, wherever possible, it shall include a majority of professors and representative each from other grades. Membership shall not exceed five. The Committee may however co-opt others as appropriate to assist its work.
- 4.3. The Divisional Appointments committee shall meet at least once a Semester.
- 4.4. On receipt of an application the Dean/Director shall refer it to the Divisional Appointments Committee.
- 4.5. The Committee shall consider all applications for appointments and promotions and shall forward the list of all applications with its comments and recommendation to the Appointments Board.

5.0. Handling of an Application from the Dean's Office

- 5.1. Following consideration by the Divisional Appointments Committee the Dean/Director shall in consultation with the Head of Department and staff above the grade of lecturer nominate as External Assessor(s) persons who may be asked for an evaluation of an applicant's work.
- 5.2. The Dean/Director shall request each External Assessor to comment on each publication submitted for assessment stating its contribution to the candidate's field, and the candidate's academic standing.
- 5.3. The request for an assessment shall be accompanied by
 - i. A copy of the application including curriculum vitae;
 - ii. Copies of publications and other exhibits of the applicant's work; and
 - iii. Criteria for appointment/promotion.

No internal assessment shall be sent.

- 5.4. An External Assessor shall be a person of standing in the applicant's field, normally of the status of Professor or equivalent but not employed by or in any way connected with the University College. He should not however, have been associated with the applicant's formal studies at the University/Professional Level, nor should he have been a close associate or collaborator.
- 5.5. All correspondence between the Dean/Director and the External Assessor shall be copied to the Registrar.

6.0. Handling of Applications at the Registry

- 6.1. The Registrar shall maintain a register of applications received in his office indicating the dates of receipts, and shall bring the register to the attention of the Appointments and Promotions Board at least twice a semester indicating the stage of processing of each application.
- 6.2. When the processing of an application is completed, the Registrar shall satisfy himself that everything is in order and shall list the application for consideration by the

Appointments and Promotions Board, inviting the candidate for interview where necessary.

- 6.3. In each case of an appointment/promotion the Registrar shall provide the Appointments and Promotions Board with:
- i. The approved departmental establishment;
 - ii. The approved criteria for appointment/promotion;
 - iii. The reports of the Divisional/Registry Appointments Committee
 - iv. The report of the Referees/External Assessors; and
 - v. The salary scale and the recommended entry point.

7.0. Appointment to Teaching/Research Grades

7.1.1. All first appointments shall be by interview.

7.1.2. Criteria

An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:

- (i) Scholarship
- (ii) Research/contribution to knowledge
- (iii) Teaching
- (iv) Academic Leadership
- (v) Inventiveness and
- (vi) Extension work/service

7.1.3. An application shall be supported by publications including books, referred articles in journals or manuscripts (or evidence of acceptance for publication in such journals) papers from published proceedings, systematized teaching materials, and creative works, evidence by patents, music scores, etc.

7.1.4. The following may be taken into account by the Appointments and Promotions Board:

- (i) Contribution to University Boards/Committees;
- (ii) National/international recognition.

7.2. Tutor

The designation Tutor shall apply to persons without requisite qualifications to be appointed Lecturer, for example;

- (i) Native speakers appointed to teaching positions in the Division of Languages
- (ii) Performers/artists/others with some relevant qualifications appointed to teaching position in the University College.

7.3. **Senior Tutor**

Promotion to the grade of Senior Tutor shall depend on the following:

- (i) Sense of responsibility as exemplified by punctuality to work and regularity of attendance;
- (ii) Ability to teach effectively/perform well;
- (iii) Participation in University extension work;
- (iv) Inventiveness/resourcefulness.

7.4. **Teaching Assistant**

The Term “Teaching Assistant” shall apply to persons without higher degrees but with demonstrable competence in their areas (to operate as such). Appointment shall be for two (2) years in the first instance and exceptionally for a third year.

7.5. **Assistant Lecturer/Assistant Research Fellow**

An applicant for the post of/Assistant Lecturer/Assistant Research Fellow must have a good first degree plus a one year MastersDegree and must have registered for research higher degree or shall be expected to do so on appointment.

7.6. **Lecturer/Research Fellow**

7.6.1. For the appointment of a Lecturer/Research Fellow, training in research as evidenced by a higher researched degree shall be required.

7.6.2. Three references will be required at least one of whom must have been associated with the candidate’s post-graduate studies.

7.6.3. Appointment shall normally be for six years.

7.6.4. The appointment shall be reviewed before the end of the sixth year and may normally be renewed for no longer than three more years; at the end of the ninth year the appointment shall terminate unless the person can be promoted to a grade above that of a lecturer. Provided that in exceptional circumstances the Appointments Board may, on recommendation of the Divisional Appointments Committee, extend the appointment for a further period not exceeding two more years, at the end of which the appointment shall terminate unless the person can be promoted to a grade above that of a lecturer.

7.7. **Senior Lecturer/Senior Research Fellow**

7.7.1. Appointment/promotion to the grade of Senior Lecturer/Senior Research Fellow shall be considered on the basis of significant performance in the following:

- (i) Scholarship
- (ii) Research/contribution to knowledge

- (iii) Teaching
- (iv) Academic Leadership
- (v) Inventiveness; and
- (vi) Extension work/service

7.7.2. Two External Assessors shall be required.

7.8. **Associate Professor**

7.8.1. Appointment/promotion to the grade of Associate Professor shall be on the basis of outstanding scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University and development of the country.

7.8.2. Two External Assessors shall be required.

7.9. **Professor**

7.9.1. Appointment or promotion to the grade of professor shall be on the basis of internationally acknowledged scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University and development of the country.

7.9.2. Two External Assessors are required.

7.10. **Director**

7.10.1. Appointment to the Directorship of a semi-autonomous School/Institute shall proceed by an open advertisement. Only persons of the grade of Associate Professor/Professor may be considered for such appointment.

7.10.2. Applicants who are not of a professorial grade may be considered only if they have qualified for appointment as Associate Professor (7.8.1 and 7.8.2) or Professor (7.9.1 and 7.9.2)

7.10.3. Appointment shall be made for a fixed term which may be renewed.

7.11. **Probationary Period**

All first non-professorial appointments shall be for a probationary period of two years.

7.12. **Visiting Scholar/Temporary Appointment**

- (i) In consultation with the Dean and the Head of Department the Principal may in urgent cases approve a temporary appointment for a period of up to one year while an application for a regular appointment is being processed.
- (ii) In consultation with the Dean and the Head of Department the Principal may approve a short term appointment for a period of less than one year for an applicant who does not propose to take up a regular appointment.
- (iii) The Designation "Visiting Scholar" shall apply to the appointment.

- (iv) The appointment shall be reported to the Appointments and Promotions Board at its regular meeting.

7.13. Honorary Appointments

- 7.13.1. Honorary appointments may be conferred on persons who have achieved distinction in their fields.
- 7.13.2. Nomination by Principal, Deans/Heads of Departments and Vice-Principal shall be reviewed by the Divisional Board which shall submit a recommendation including curriculum vitae to the Appointments and Promotions Board.
- 7.13.3. Final approval shall be made by Council.

8.0. Appointment/Promotion to Administrative/Professional Grades

8.1. Criteria

- 8.1.1. For appointment/promotion to the administrative/professional grades evidence of promise/continuing performance in respect of the following shall be required.
 - (i) Grasp of administrative procedures/regulations and organizational ability;
 - (ii) Leadership
 - (iii) Initiative and reliability;
 - (iv) Sense of responsibility.
- 8.1.2. Assessment of the above shall require a report of the applicant on his contribution to the work of University college or other institutions to which may be attached memoranda (other than confidential material) to be reviewed as appropriate by Registrar, Dean, Director, Chairman of a University Board/ Committee or other persons in a supervisory administrative capacity.

8.2. Review of Appointments to Non-Teaching Positions

- 8.2.1. There shall be an Appointments and Promotions Committee to review appointments to non-teaching positions, appointed by the Principal for two years in consultation with the Registrar, membership of which shall reflect the various grades not below the grade of Assistant Registrar. The Registrar shall be the Chairman of the Appointments Review Committee. Membership shall not exceed five. The Committee may however co-opt others as appropriate to assist its work.
- 8.2.2. The Committee shall consider all applications for appointments and promotions to non-teaching positions and forward the list of all applicants with its comments and recommendations to the Appointments and Promotions Board.
- 8.2.3. This Appointment and Promotions Committee shall meet at least twice a semester

8.3. Junior Assistant Registrar

- 8.3.1. For appointment to the grade of Junior Assistant Registrar a good first degree or its equivalent plus at least two years' post-graduate experience shall be required.
- 8.3.2. The appointment shall be for two years in the first instance, exceptionally for a third year.
- 8.3.3. The appointment shall be terminated at the end of three years unless the person can be promoted to a grade higher than that of Junior Assistant Registrar.

8.4. Assistant Registrar

- 8.4.1. (i) For the appointment of an Assistant Registrar a good first degrees or its equivalent plus at least 4 years of relevant experience; or
 - (ii) An advanced degree in administration or equivalent professional qualification; or
 - (iii) Satisfactory performance in the grade of Junior Assistant Registrar for at least 2 years shall be required.
- 8.4.2. The appointment shall normally be for six years, the first two years of which shall be regarded as a period of probation.

8.5. Senior Assistant Registrar

- 8.5.1. For appointment to the grade of Senior Assistant Registrar satisfactory performance in the grade of Assistant Registrar or equivalent position for at least 6 years shall be required.
- 8.5.2. Two External Assessors shall be required.

8.6. Deputy Registrar

- 8.6.1. Appointment to the grade of Deputy Registrar or equivalent shall proceed by an open advertisement. Proven administrative ability, demonstrated by substantial and relevant working experience and written work including memoranda, reports, projects etc. required.
- 8.6.2. Two External Assessors shall be required.

8.7. Registrar

- 8.7.1. Appointment to the position beyond that of the grade of Deputy Registrar shall proceed as provided by statute, or where no statutory provision exists, by open advertisement and assessment based on experience as well as evidence of competence and leadership.
- 8.7.2. Except as provided by statute, appointment shall be for a fixed term, which may be renewed.
- 8.7.3. Except as provided by statute, two External Assessors shall be required.

9.0. Renewal of Contract

- 9.1. A member of staff whose contract is coming to an end shall be notified in writing by the Registrar through the Head of Department a year in advance to provide an updated curriculum vitae to his Dean through the Head of Department.

- 9.2. Information from the member of staff obtained pursuant to 9.1 and comments by the Head of Department shall be reviewed by the Division/Registry Appointments Committee which may recommend renewal, indicating duration.
- 9.3. Re-engagement on contract beyond the compulsory retiring age may be recommended by the Divisional Appointments and Promotions Committee on evidence of:
- (i) Continuing professional activity (may be ascertained from information provided under 9.1)
 - (ii) Continuing good health,
 - (iii) Unavailability of staff in a critical area of specialization, there being no prospect of immediate recruitment.
- 9.4. The recommendations of the Divisional/Non-Teaching Appointments and Promotions Committee in respect of renewal beyond the compulsory retiring age shall refer specifically to each of the criteria indicated in 9.3

SCHEDULE H
GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE IN THE
UNIVERSITY COLLEGE OF EDUCATION OF WINNEBA

1. There shall be established in the University college of Education such Halls bearing such names as the University College may from time to time determine.

Membership

The membership of each Hall shall consist of the students assigned to it who shall be known as Junior Members and Senior Members of the University assigned to it who shall be known as Fellows. The assignment of Junior Members and Senior Members to Hall shall be in accordance with procedures laid down by the Academic Board. Every Senior Member shall be assigned to a Hall of Residence.

2. **Government of Halls**

The governing body of each Hall shall be the Hall Council which shall be responsible, subject to the Act, Statutes and Regulations of the University College for all matters concerning the Hall subject to such other conditions as may be laid down in the Hall constitution. The Hall Council shall meet at least twice every semester.

3. **Composition of the Hall Council**

The Hall Council shall consist of the Hall Warden and not less than six Fellows at least half the members being Counsellors appointed in a manner prescribed by the Fellows and the same number of Junior Members, including the President, Secretary and Treasurer of the Junior Common Room Committee.

4. **Hall Officers**

The Officers of each Hall consist of the Hall Warden, Counsellors and such other officers as the Hall Council shall decide:

- (i) The Hall Warden shall be appointed by the Principal for a three-year term subject to re-appointment.
- (ii) In the absence of the Hall Warden the Chief Counsellor will act until a Hall Warden is appointed.
- (iii) The Chief Counsellor shall be appointed by the Principal on the recommendation of the Hall Council for a two-year term subject to re-appointment.
- (iv) The Counsellors shall be appointed by the Hall Warden from among the Fellows of the Hall with the approval of the Hall Council for a two-year term, subject to re-appointment. The number of Counsellors for each Hall shall be determined on a ratio of one Counsellor to twenty-five students.

Duties and Conditions of Tenure of Hall Officers

5. Hall Wardens

The Hall Warden shall be responsible to the Principal for the general superintendent of the affairs of the Hall. He shall take precedence over all Fellows and members of the Hall and shall have unrestricted rights of attendance and audience at all meetings of the Hall Council in all cases not provided for by the Act, Statutes, or any Regulations made by the Hall. He shall make such provision for the good government and welfare of the Hall as he may consider appropriate, subject to the approval of the Hall Council. No Person shall combine the office of the Head of the Hall with any other substantive Hall Office.

6. Chief Counsellors

The Chief Counsellors shall be the principal administrative officers of the Hall and shall be responsible officers of the Hall and shall be responsible to the Heads of the Halls.

7. Counsellors

Counsellors shall be responsible to the Chief Counsellors and assist him in the discharge of his duties.

8. Removal of the Hall Warden

The Hall Warden may be removed by the Principal on a recommendation supported by two-thirds of the Fellows and the Hall Council at a joint meeting specially convened for the purpose at the request of at least one-third of the Fellows and the Hall Council.

9. Removal of other Hall Officers

Any Hall officer other than the Warden may be removed during his period of tenure for sufficient cause upon a recommendation by the Hall Warden to the Hall Council at a special meeting convened for the purpose.

10. Emoluments of Hall Officers

Hall Officers shall be paid such emoluments or allowance as shall be determined from time to time by the University College.

11. Regulation of Conduct of Students in the Halls of Residence

Within the general framework of these Regulations and of the Constitutions and Regulations of each Hall, the Junior Members of the Halls shall be given full scope to manage their own affairs and participate as fully as is consistent with good order and discipline in the government and running of the Hall.

12. Junior Common Room Committee

Subject to these Regulations and the Constitution of each Hall, there shall be established in each Hall a Junior Common Room Committee to be elected by all the Junior Members of the Hall in accordance with a constitution made by the Junior Members and approved by the Hall Council.

13. Duties, Privileges and Removal of Fellows

- i. Subject to the provision of these Regulations the Fellows of each Hall shall enjoy such privileges and exercise such responsibilities as may be determined from time to time by the Hall Council. In making regulations in this connection it shall be the responsibility of the Hall Council to ensure that all Fellows and Officers are enabled to play an effective role in the development of the Hall as a residential facility for promoting the welfare of both its Junior and Senior Members.
- ii. Any Fellow may be deprived of his Fellowship for sufficient cause by the Head of the Hall upon recommendation of the Fellows of the Hall by a resolution passed by a two-thirds majority of all the Fellows.

14. Election of Honorary Fellows and Associates

In addition to persons assigned to the Hall as Fellows in accordance with paragraph 2 of these Regulations, the Hall Council may elect as Honorary Fellows and Associates, such other persons within or outside the University College, on such conditions for such periods and by such procedures as it shall determine provided that Honorary Fellows and Associates shall not be eligible to hold any office in the Hall, nor be eligible to vote at a meeting of Fellows.

15. Termination of Fellowship and Associates

- (i) Any Person assigned to a Hall as a Fellow in accordance with paragraph 2 of these Regulations, shall cease to be an assigned Fellow immediately he ceases to be a Senior Member of the University.
- (ii) Subject to these Regulations the Hall Council may at any time, by a simple majority of members present, terminate the tenure of an Honorary Fellow or Associate.

16. Seniority of Fellows and Associates

Within the three categories of Fellows, Honorary Fellows and Associates, seniority shall be reckoned from the day of assignment or election, but among persons assigned or elected on the same day the order of seniority within any particular category shall be the same as their order of seniority in the University, or where this is identical or inapplicable, seniority shall be based on age.

17. Quorum at Meetings of Hall Committee

The quorum at all meetings of Hall Committees including Hall Council shall be at least one-half of the Members or where this is not a whole number of the next higher whole number.

18. Hall prizes, Bursaries and other Awards

Subject to the University College Act, Statutes and the provisions to these Regulations, each Hall shall have the power to establish such prizes, bursaries and other awards as may be determined by the Hall Council.

19. Hall Fund

Each Hall shall have a Hall fund to be operated under the control of the Hall Council. The Hall fund shall consist of grants provided by the University College and such other income as the Hall may derive from other sources with the approval of the University College. All Hall funds shall be kept in a bank account controlled by the Hall Council and in such manner as the Finance Officer of the University College may direct. All Hall funds and books or documents relating to them shall be subject to examinations and audit by the Finance Officer and the University College Auditor respectively. An audit of Hall accounts shall be carried out at least once a year by the University College Auditor and report submitted simultaneously to the Hall Council, the Students Affairs Committee and the Finance Officer.

20. Investments of funds by Halls.

Any balance in the Hall Fund at the end of any academic year shall normally accumulate for the purpose of the Hall and may with the approval of the Hall Council be invested in any security within Ghana as it may decide. In making any grants to a Hall for its current and capital expenditure the Finance Committee of Council may take into account investments or other assets held in the name of the Hall.

21. Change of Hall

Any person, whether a Senior or a Junior Member, who has been assigned to a Hall may transfer his membership to another Hall once only during his stay in the University College with the prior consent of the Heads of the Halls concerned.



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